Marion County Recorder's 4 Year Plan

Beginning 2007 the Marion County Recorders Office had a total of 32 FTE employee's in 9 departments. We have cut one FTE management position out entirely and 3 FTE supervisory salaries to date. By the end of 2007 we will have cut 1 full time (FTE) position through providing upgraded technology and reorganizing staff and workflow. In 2007 we will migrate off of the out dated Wang system and make the remaining $79,000 contractual payments for the migration. As a part of the migration we will move to a Microsoft. NET and SQL system. The new system will double the speed of recording and allow us to eliminate 2 more FTE positions by 2009. This year we have purchased and connected to LOGO.Net that allows us to take credit cards for recordings and copies, speeding up check processing, deposits and reconciliation. We have moved some higher level operating staff to critical areas as a part of the reorganization. In addition to the reorganization and to meet ADA standards I would like to purchase new cubicles. The current cubicles are above the employees head and title companies are forced to stand for hours. There are no stations for the handicapped. The cubicles are expected to cost $16,000. Image recording has increased 56% percent since 2005 and as a result we have purchased an additional electronic storage (RAID) at $157,000.

The State of Indiana mandates that we purchase redaction software to redact Social Security Numbers from previously recorded electronic documents. I expect to spend no more than $295,000. This year's purchase of redaction software and migration to a dot NET application will allow our technology to be upgraded with OCR and Indexing technology that will further speed up recording and eliminate at least to 3 more positions. This software will take over 50% of the work being done in Data Entry. The Recorder would like to purchase the OCR and Indexing Software in 2008 at an estimated cost of $150,000.

Records dating back 1964 to 1835 are still in book, microfilm, microfiche media form, this media is rapidly decomposing and requires 2 FTE's to manage and provide the documents. In 2008 the Recorder would like to have all of the records archived digitally and made a part of the current search program on-line, this will eliminate storage fees and 2 FTE's. This process will cost approximately $200,000 to archive all of the remaining records.

All of the technology purchases will make it possible to provide E-recording. E-recording is becoming the national standard, it allows title and mortgage companies to record on-line eliminating a need for over half of the staff in our office. Also as a bonus result of the technology upgrades and the reorganizations we may free up as much as 3 offices in our room and even more when the title companies no longer need to rent space in the CCB.

* Departments	2007 # of Employees	2009 # of Employees	2011 # of Employees
Front Desk	5 FTE	8 FTE	8 FTE
Records	5 FTE	3 FTE	0 FTE
Releasing	2 FTE	0 FTE	0 FTE
Data Entry	5 FTE	2 FTE	0 FTE
Mail/Reception	3 FTE	2 FTE	2 FTE
IT	2 FTE	2 FTE	2 FTE
UCC	1 FTE	1 FTE	1 FTE
Examiners	4 FTE 2 PT = 1 FTE total 5	4 FTE	4 FTE
Fiscal Deputy	1 FTE	1 FTE	1 FTE
EA PR Supervisor	1 FTE	1 FTE	1 FTE
EA PR	1 FTE	1 FTE	1 FTE
Chief Deputy	1 FTE	1 FTE	1 FTE
Total	32 FTE	26 FTE	21 FTE

*Budget Estimates Over 4 years		Technology and Reorganization
2007 estimate budget $150,000	$800,000	$897,000 investment. Saving $100,000 -
2008 estimate budget	$700,000	annually over the first 4 years and

2009 estimate budget	$700,000	$300,000 annually after the initial
2010 estimate budget	$700,000	purchases. Return on investment of 17% in 5.7
years.		
2011 estimate budget	$650,000	

* Budget and Revenue Estimates are based on current pricing and standards.